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# Example of CPA Job Description

Our company is growing rapidly and is hiring for a CPA. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for CPA

* Preparation of more complex federal, multi-state and local individual, trust, partnership, and S & C Corporation income tax returns and make recommendations on return preparation regarding accuracy and tax savings
* Review income tax returns prepared by staff
* Maintain excellent working relationships with staff/team members of the firm
* Become proficient at tax research including a knowledge of the reference sources available to the firm
* Responsible to develop and maintain strong client relationship on all assigned clients through quality and timely service and communication
* Assist with Sarbanes Oxley 404 (SOX) narrative and RCM documentation, preparation of schedules for auditors
* Preparation of certain regulatory financial statements and filings
* Preparation of quarterly financial statements and management reports to senior management and Board of Directors
* Performance of other day-to-day administrative tasks and functions related to the management of legal entities
* Preparation and maintenance of standardized documentation for general ledger and internal controls attestations within the financial close process

## Qualifications for CPA

* Proficiency with Microsoft Word and Microsoft Excel – exposure to Yardi
* Experience with general accounting (journal entries, reconciliations )
* A full member of CPA Australia - to mark exams, members must have advanced to full member status a minimum of twelve months prior to the marking event
* A member in good standing and financial for the year of marking
* Public Practice certificate awarded a minimum of twelve months prior to the May marking event is desirable for markers who have marked previously and required for new markers
* Attained a Bachelor’s degree from four-year College or university